

OAD 232: Excel/Powerpoint

This course is designed to enable the student to develop skill in the use of integrated software through classroom instruction and outside lab. Emphasis is on the use of computerized equipment, software, networking, and communications technology. Upon completion, the student should be able to satisfactorily perform a variety of office tasks using current technology. Students must complete this course with at least a "C" average.

Credits: 3

Prerequisites:

Permission of instructor.

Program: [Office Administration](#)